

LICENSEE LIST REQUEST

RE 249 Part I (Rev. 9/99)

INFORMATION, INSTRUCTIONS AND COSTS

The California Department of Real Estate (DRE) offers non-confidential licensee list information either on magnetic computer tape or printed on paper. It is not available on floppy disks, CD-ROM, or gum labels at this time. Four types of lists are presently available:

Tape only lists

1. All State Tape—Mailing List *

This tape list contains the names, mailing addresses, and other license information of *current* licensees. The list *excludes* licensees who are known to have unreliable mailing addresses or who have requested that their names not be included on lists that are used for mass mailing purposes.

Lists are on 9-track magnetic reel tape. Record length is 218 characters per record (without employer ID) or 226 characters per record (with employer ID). Either format is available in a blocking factor of 10, 50, or 100 records per block.

This tape list may be purchased monthly or as a 12-month subscription. The monthly purchase charge is based on the number of output tapes expected to be produced and mailing charges, as follows:

- 6250 BPI — \$775 payable in advance
- 1600 BPI — \$835 payable in advance
- 800 BPI — \$865 payable in advance

The 12-month subscription is based on a flat fee of \$5,000 for any contiguous 12-month period. All costs, including mailing charges, are included in the fee.

2. All State Tape—Current Licensees *

This tape list contains the names, mailing addresses, and other license information of *current* licensees. The list *includes* licensees who are known to have unreliable mailing addresses. Also included are the names and license information (but not the addresses) of licensees who have requested that their names not be included on lists that are used for mass mailing purposes. An indicator in the record will distinguish if the address is included and if it is unreliable. In addition, there will be multiple records for brokers that hold more than one real estate license (individual broker/corporation officer license). The list also contains the employing broker's ID, if applicable, for salespersons, the corporation ID for officers; and the designated officer's ID for corporations.

This list is available only on 9-track magnetic reel tape. The record length is 256 characters per record. It is available in a blocking factor of 10, 50, or 100 records per block.

The cost for this tape list is the same as for the "All State Tape—Mailing List" and may be purchased monthly or as a 12-month subscription.

Tape or Printed List:

3. List of Selected Licensees *

This list is offered on magnetic reel tape or as a printed list with a choice of either "Existing Licensees" or "New Licensees."

Existing & New Licensee lists do not include:

- Licensees who have requested that their names and addresses be deleted from mailing lists, and
- Records with unreliable mailing addresses.

Existing Licensees — This list contains the names and mailing addresses of current licensees, including new licensees.

New Licensees — This list contains the names and mailing addresses of original licensees issued during a specific period.

The lists are available in printed list format or on 9-track magnetic tape.

The tape record length, without "license information," is 188 characters (blocked at 10 records per block). The tape record length, with "license information," is 218 characters (blocked at 10 records per block).

The cost for these lists are as follows: **

Printed List format

- 3¢ per name — \$10 minimum list charge.
- Send **only \$10 deposit** with this form. Requests with other than the \$10 deposit will be returned unprocessed.
- You will be billed for any charge in excess of your \$10 deposit. Upon payment of the balance due, your list will be shipped to you.

Magnetic Tape format

- 3¢ per name — \$10 minimum list charge, **plus** \$30 charge for magnetic tape.
- Send **only \$40 deposit** with this form. Requests with other than the \$40 deposit will be returned unprocessed.
- You will be billed for any charge in excess of your \$40 deposit. Upon payment of the balance due, your list will be shipped to you.

Printed List Only:**4. Brokers/Corporations with Salespersons**

This list contains the names, mailing addresses, and license information of brokers and/or corporations, along with the names and license ID numbers of any salespersons licensed to them. The salesperson address is not included. This list is available only in printed list format.

Costs associated with this selection are as follows: **

- 3¢ per broker and/or corporation name, **plus** 3¢ for each salesperson name — \$10 minimum list charge.
- Send **only \$10 deposit** with this form. Requests with other than the \$10 deposit will be returned unprocessed.
- You will be billed for any charge in excess of your \$10 deposit. Upon payment of the balance due, your list will be shipped to you.

Sort Order of Lists

If specific “zip codes” are requested, the list will be in zip code order and then ID# order within zip codes.

If specific “county codes” are requested, the list will be in county code order and then ID# order within county codes.

The printing order of other lists will vary depending on the type of criteria requested.

General Information

- Only one type of list may be ordered per request form. Please use additional forms as necessary.
- Please type or print clearly.
- Fees may be charged (VISA or MasterCard) or paid with a personal check or money order. Make check/money order payable to: Department of Real Estate.
- Please mail the completed form and appropriate fee to:
 Department of Real Estate
 P.O. Box 187006
 Sacramento, CA 95818-7006
- **Fees are not refundable or transferrable** and requests received without the proper fee (*initial deposit for lists or total payment for “All State Tapes”*) will be returned to the sender.
- The products will not be sent to you unless the fee has been “paid in full.” You will be notified if there is a balance due and the output will be mailed when the balance due is received. Any balance due must be received within 30 days of notification or your order will be cancelled and your deposit forfeited.
- Magnetic tapes cannot be returned to DRE.

Please call (916) 227-0852 or (916) 227-0887 with questions.

Notes

- * **Because of the complex nature of magnetic computer tape processing and to ensure that the correct information is ordered, DRE suggests that you consult with an information technology professional before submitting a tape order.**

When ordering magnetic tape see the attached RE 776 for the magnetic tape record layout.

- ** When ordering the “List of Selected Licensees” or the “Brokers/Corps with Salespersons List” refer to the attached *Approximate Number of Licensees per County* document to **estimate** the volume of names you are ordering. Do not remit your estimated total list cost. Remit only your \$10 deposit for printed lists or \$40 deposit for tape lists. You will be billed for any charge in excess of your deposit.

APPROXIMATE NUMBER OF LICENSEES PER COUNTY [AS OF: 8/99]

<i>County</i>	<i>County Code</i>	<i>Broker/Officer</i>	<i>Sales</i>	<i>Total</i>
Alameda	01	2,755	4,584	7,339
Alpine	02	2	2	4
Amador	03	87	111	198
Butte	04	346	440	786
Calaveras	05	132	201	333
Colusa	06	16	35	51
Contra Costa	07	2,745	4,231	6,976
Del Norte	08	26	40	66
El Dorado	09	391	688	1,079
Fresno	10	1,166	1,578	2,744
Glenn	11	28	32	60
Humboldt	12	188	232	420
Imperial	13	84	140	224
Inyo	14	27	37	64
Kern	15	637	1,364	2,001
Kings	16	88	138	226
Lake	17	122	186	308
Lassen	18	35	54	89
Los Angeles	19	19,366	36,029	55,395
Madera	20	194	329	523
Marin	21	1,131	1,351	2,482
Mariposa	22	36	35	71
Mendocino	23	201	242	443
Merced	24	142	307	449
Modoc	25	11	16	27
Mono	26	71	93	164
Monterey	27	751	982	1,733
Napa	28	268	361	629
Nevada	29	358	501	859
Orange	30	9,408	15,990	25,398
Placer	31	898	1,414	2,312
Plumas	32	50	92	142
Riverside	33	2,921	5,907	8,828
Sacramento	34	2,554	3,918	6,472
San Benito	35	66	166	232
San Bernardino	36	2,241	4,820	7,061
San Diego	37	7,590	11,309	18,899
San Francisco	38	2,315	3,001	5,316
San Joaquin	39	680	1,128	1,808
San Luis Obispo	40	773	1,040	1,813
San Mateo	41	2,084	3,209	5,293
Santa Barbara	42	955	1,375	2,330
Santa Clara	43	3,754	6,573	10,327
Santa Cruz	44	615	998	1,613
Shasta	45	373	545	918
Sierra	46	6	7	13
Siskiyou	47	84	105	189
Solano	48	570	1,094	1,664
Sonoma	49	1,143	1,772	2,915
Stanislaus	50	536	1,114	1,650
Sutter	51	155	171	326
Tehama	52	80	84	164
Trinity	53	21	33	54
Tulare	54	400	585	985
Tuolumne	55	132	201	333
Ventura	56	1,725	2,998	4,723
Yolo	57	230	312	542
Yuba	58	42	66	108
SUB TOTAL	73,805	124,366	198,171
Out of State	98	1,674	1,511	3,185
Out of Country	99	47	64	111
GRAND TOTAL	75,526	125,941	201,467

LICENSEE LIST REQUEST

RE 249 Part II (Rev. 9/99)

Please read all instructions before completing this form.

LIST INFORMATION									
SELECT ONE LIST	<input type="checkbox"/>	1. ALLSTATE TAPE—MAILING LISTS			COMPLETE PART "A" AND SHIPPING INFO.				
	<input type="checkbox"/>	Single month purchase OR 12-month subscription							
	<input type="checkbox"/>	2. ALLSTATE TAPE—CURRENT LICENSEES			COMPLETE PART "A" AND SHIPPING INFO.				
	<input type="checkbox"/>	Single month purchase OR 12-month subscription							
<input type="checkbox"/>	3. LIST OF SELECTED LICENSEES			COMPLETE PART "B" AND SHIPPING INFO.					
<input type="checkbox"/>	4. BROKERS / CORPORATIONS WITH SALESPERSONS LIST			COMPLETE PART "C" AND SHIPPING INFO.					
PART A	INCLUDE EMPLOYER ID INFORMATION		TAPE DENSITY (check one)		TAPE FORMAT (check one)				
	<input type="checkbox"/> YES		<input type="checkbox"/> 800 BPI		<input type="checkbox"/> ASCII NO LABEL				
	<input type="checkbox"/> NO		<input type="checkbox"/> 1600 BPI		<input type="checkbox"/> EBCDIC WITH IBM LABEL				
			<input type="checkbox"/> 6250 BPI		<input type="checkbox"/> EBCDIC NO LABEL				
				BLOCKING FACTOR		STARTING MONTH <small>(For annual subscriptions only; will be produced in the first week of the following month)</small>			
				<input type="checkbox"/> 10 RECORDS/BLK		<input type="checkbox"/> 10 RECORDS/BLK			
				<input type="checkbox"/> 50 RECORDS/BLK		<input type="checkbox"/> 50 RECORDS/BLK			
				<input type="checkbox"/> 100 RECORDS/BLK		<input type="checkbox"/> 100 RECORDS/BLK			
PART B	OUTPUT FORMAT (check desired format)				TYPE OF LICENSEE LIST (check one type only)				
	<input type="checkbox"/> PRINTED LIST <i>(Remit \$10 deposit only with request.)</i>				<input type="checkbox"/> EXISTING LICENSEES <i>(includes new licensees)</i>				
	OR				OR				
	<input type="checkbox"/> MAGNETIC TAPE <i>(Remit \$40 deposit only with request.)</i>				<input type="checkbox"/> NEW LICENSEES ONLY <i>(indicate beginning and ending dates)</i>				
	DENSITY: <input type="checkbox"/> 800 BPI <input type="checkbox"/> 1600 BPI <input type="checkbox"/> 6250 BPI				BEGINNING DATE (MM) (DD) (YYYY)				
	FORMAT IS ASCII WITH NO LABEL.				ENDING DATE (MM) (DD) (YYYY)				
	BLOCKING FACTOR: 10 RECORDS PER BLOCK								
	SIZE LIMITATIONS (check one or more)				AREA DESIGNATION (check one only)				
	<input type="checkbox"/> ALL NAMES				<input type="checkbox"/> SPECIFIC COUNTIES <i>(Specify below.)</i>				
	OR				<input type="checkbox"/> SPECIFIC ZIP CODES <i>(Specify on reverse side.)</i>				
<input type="checkbox"/> LIMIT TO _____ NAMES				<input type="checkbox"/> ALL MAILING ADDRESSES					
<input type="checkbox"/> PRINT EVERY _____ NAME <i>(10th, 20th)</i>				<input type="checkbox"/> ALL CALIFORNIA MAILING ADDRESSES					
LICENSE TYPE (check one or more)				<input type="checkbox"/> MAILING ADDRESSES WITHIN USA (EXCEPT CALIF.)					
<input type="checkbox"/> SALESPERSON <input type="checkbox"/> CORPORATION				<input type="checkbox"/> MAILING ADDRESSES OUTSIDE USA					
<input type="checkbox"/> BROKER <input type="checkbox"/> OFFICER									
LICENSE INFORMATION									
<i>(ID#, license type, effective/expiration dates)</i>									
DO YOU WANT LICENSE INFORMATION INCLUDED ON THE PRINTED LIST OR TAPE?									
<input type="checkbox"/> YES <input type="checkbox"/> NO									
PART C	SIZE LIMITATIONS (check one or more)		LICENSE TYPE (check one or both)		AREA DESIGNATION (check one only)				
	<input type="checkbox"/> ALL NAMES		<input type="checkbox"/> BROKERS		<input type="checkbox"/> SPECIFIC ZIP CODES <i>(Specify on reverse side.)</i>				
	OR		<input type="checkbox"/> CORPORATIONS		OR				
	<input type="checkbox"/> LIMIT TO _____ NAMES				<input type="checkbox"/> SPECIFIC COUNTIES <i>(Specify below.)</i>				
<input type="checkbox"/> PRINT EVERY _____ NAME <i>(10th, 20th)</i>									
SPECIFIC COUNTIES									
<input type="checkbox"/>	01 Alameda	<input type="checkbox"/>	15 Kern	<input type="checkbox"/>	29 Nevada	<input type="checkbox"/>	41 San Mateo	<input type="checkbox"/>	55 Tuolumne
<input type="checkbox"/>	02 Alpine	<input type="checkbox"/>	16 Kings	<input type="checkbox"/>	30 Orange	<input type="checkbox"/>	42 Santa Barbara	<input type="checkbox"/>	56 Ventura
<input type="checkbox"/>	03 Amador	<input type="checkbox"/>	17 Lake	<input type="checkbox"/>	31 Placer	<input type="checkbox"/>	43 Santa Clara	<input type="checkbox"/>	57 Yolo
<input type="checkbox"/>	04 Butte	<input type="checkbox"/>	18 Lassen	<input type="checkbox"/>	32 Plumas	<input type="checkbox"/>	44 Santa Cruz	<input type="checkbox"/>	58 Yuba
<input type="checkbox"/>	05 Calaveras	<input type="checkbox"/>	19 Los Angeles	<input type="checkbox"/>	33 Riverside	<input type="checkbox"/>	45 Shasta		
<input type="checkbox"/>	06 Colusa	<input type="checkbox"/>	20 Madera	<input type="checkbox"/>	34 Sacramento	<input type="checkbox"/>	46 Sierra		
<input type="checkbox"/>	07 Contra Costa	<input type="checkbox"/>	21 Marin	<input type="checkbox"/>	35 San Benito	<input type="checkbox"/>	47 Siskiyou		
<input type="checkbox"/>	08 Del Norte	<input type="checkbox"/>	22 Mariposa	<input type="checkbox"/>	36 San Bernar- dino	<input type="checkbox"/>	48 Solano		
<input type="checkbox"/>	09 El Dorado	<input type="checkbox"/>	23 Mendocino	<input type="checkbox"/>	37 San Diego	<input type="checkbox"/>	49 Sonoma		
<input type="checkbox"/>	10 Fresno	<input type="checkbox"/>	24 Merced	<input type="checkbox"/>	38 San Francisco	<input type="checkbox"/>	50 Stanislaus		
<input type="checkbox"/>	11 Glenn	<input type="checkbox"/>	25 Modoc	<input type="checkbox"/>	39 San Joaquin	<input type="checkbox"/>	51 Sutter		
<input type="checkbox"/>	12 Humboldt	<input type="checkbox"/>	26 Mono	<input type="checkbox"/>	40 San Luis	<input type="checkbox"/>	52 Tehama		
<input type="checkbox"/>	13 Imperial	<input type="checkbox"/>	27 Monterey	<input type="checkbox"/>	Obispo	<input type="checkbox"/>	53 Trinity		
<input type="checkbox"/>	14 Inyo	<input type="checkbox"/>	28 Napa	<input type="checkbox"/>		<input type="checkbox"/>	54 Tulare		

[illegible]

SHIPPING INFORMATION

2ND LINE OF ADDRESS, IF ANY

CONTACT PERSON	PHONE NUMBER ()
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SIGNATURE OF REQUESTOR	DATE
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METHOD OF PAYMENT EXPIRATION DATE OF CARD ACCOUNT NUMBER \$

PRINTED NAME OF CARDHOLDER	TELEPHONE NUMBER	REFERENCE # — DRE USE ONLY
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